STORES/BSM Reconciliation Tool

Background

The DLA Business System Modernization (BSM) undertaking is designed to unite all DLA systems into one system. Implementing BSM throughout DLA is scheduled to be accomplished over several years. DSCP Subsistence is one of the first commodities to migrate to BSM and as expected with any new system development issues have been uncovered. One of the issues that most directly impacts the Subsistence vendors is paying on a timely manner. BSM is a detailed driven system that matches the details, such as; contract number, purchase order number, line number, quantity, unit price, etc. of the individual lines between the vendor submitted invoices and the customer receipts. Because of this detail match there were more than a few invoices experiencing payment delays while manual effort was expended in researching the mismatch in BSM. Manual effort in BSM takes more time than the current system. This manual effort created a backlog of invoices to be paid.

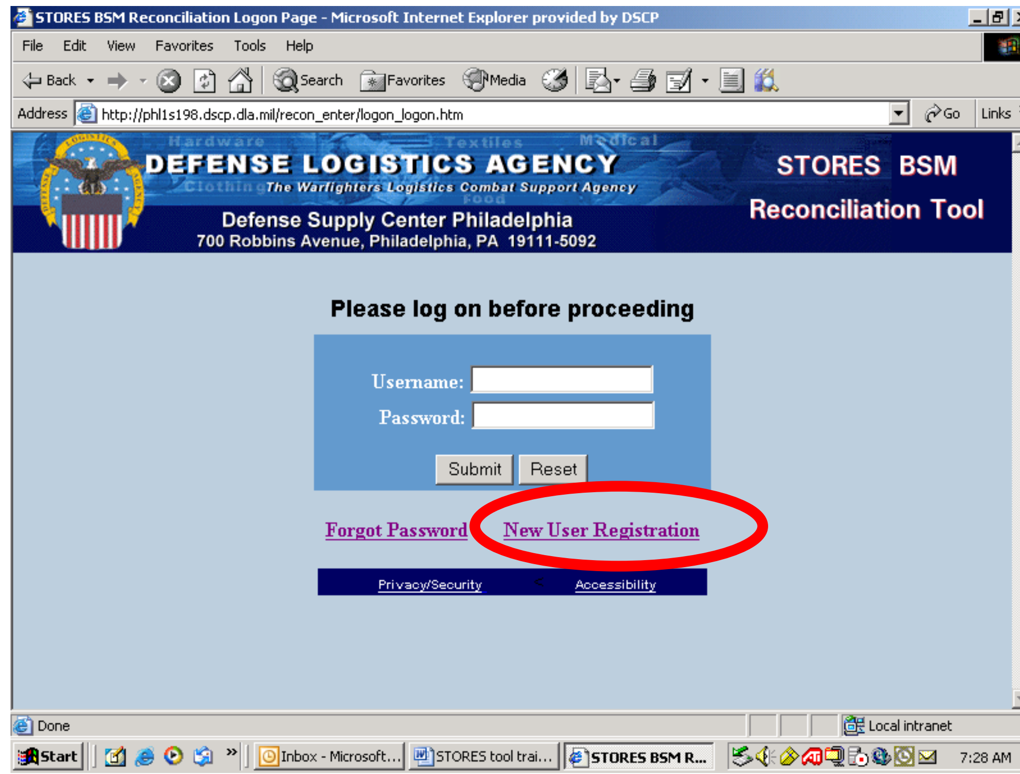
An alternative to reducing the manual work required in BSM, and thereby processing invoices for payment sooner, is to match or ‘clean-up’ the invoice or receipt before the invoice reaches BSM. This is the role of the reconciliation tool.

Purpose

The reconciliation tool will match the customer receipt to the vendor's electronically submitted EDI 810 invoice. Matching will occur on the same fields BSM currently matches. Invoices or lines on an invoice that match the detail exactly will be passed to BSM for processing and payment. Line information that does not match will be made available to the vendor for web review and possible update. This invoice information will be available on the Web for seven days.The expectation is that if the mismatched information can be cleared before it reaches BSM then vendor payment will be quicker and more efficient.

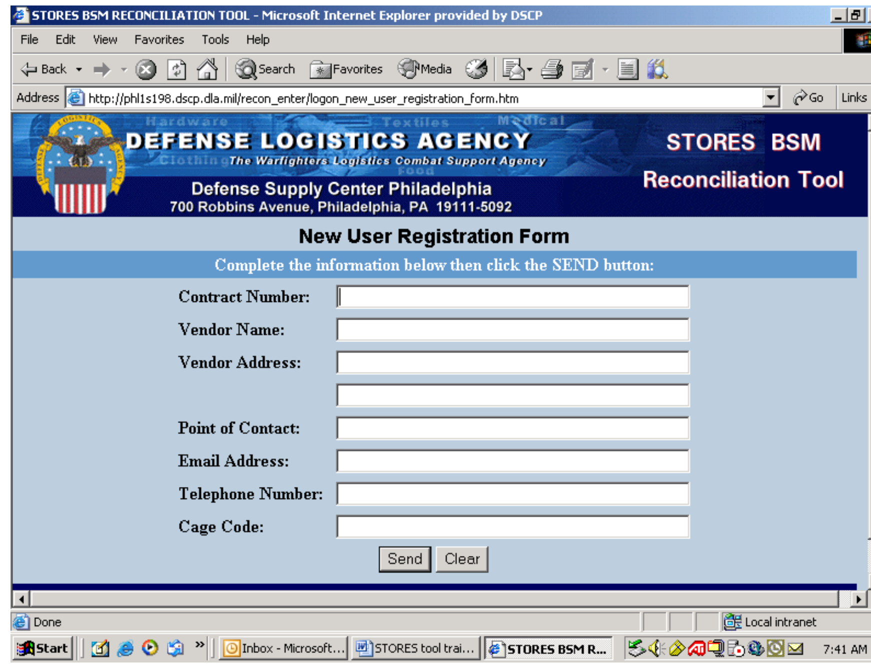
Sign-On and Registration

When signing on to the web site you must enter your ‘username’ and ‘password’ to view the mismatched information. Should this be your first time onto the web page and you not have a ‘username’ or ‘password’ then click on ‘New User Registration’



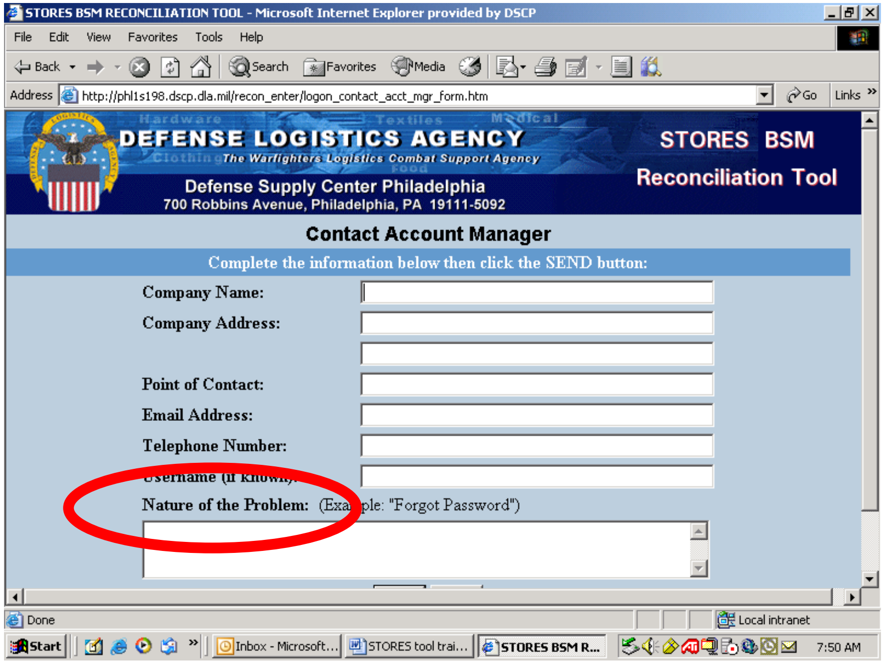
New User Registration

Enter the requested information. Make certain the entered information especially your email address and cage code is correct and accurate. Press 'Send' when complete. You will receive a screen verification that an email was sent to an account manager group. Your account manager should be contacting you shortly thereafter.



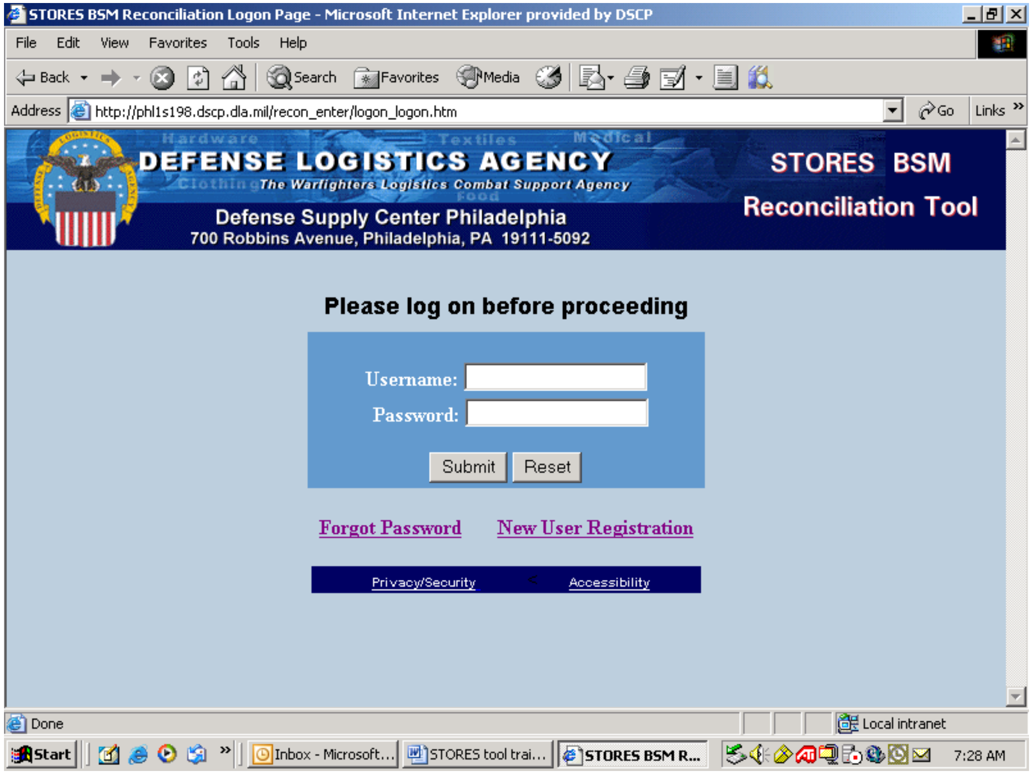
Password Reset

From the Log on Screen choose ‘forgot password’ and the Contact Account manager screen will appear. On this screen you are to enter the nature of the problem. Click on ‘Send’ and an email will be sent to an account manager group.



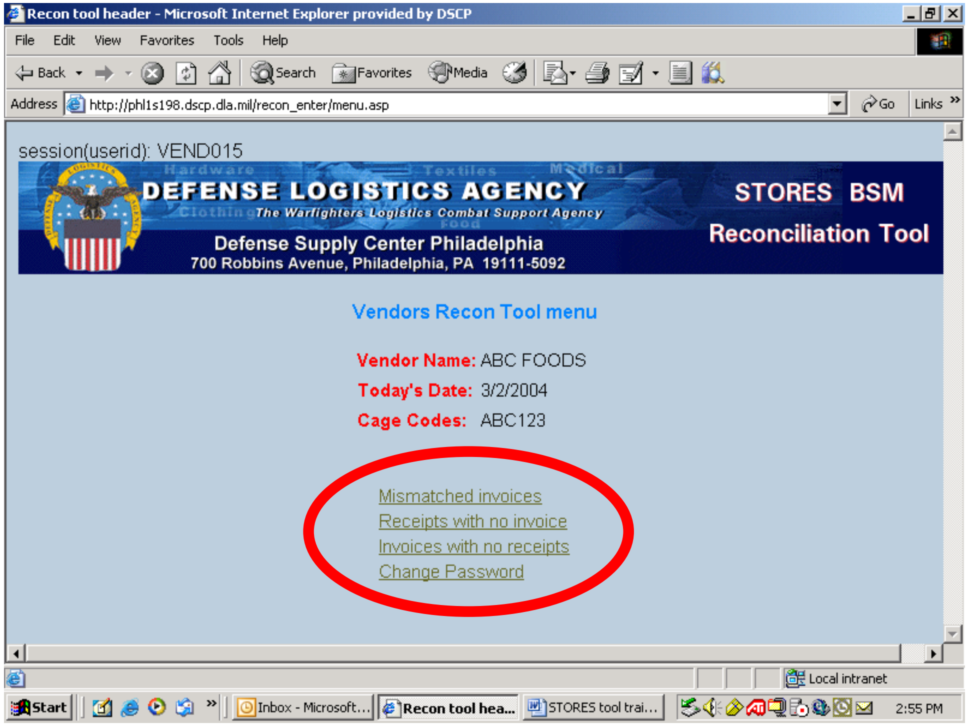
Using the Tool- Log in

Enter your ‘username’ and ‘password’ on. If this is your first time using the password the system will prompt you to change your password before moving forward. Once changed, you will then be required to reenter with your new password.



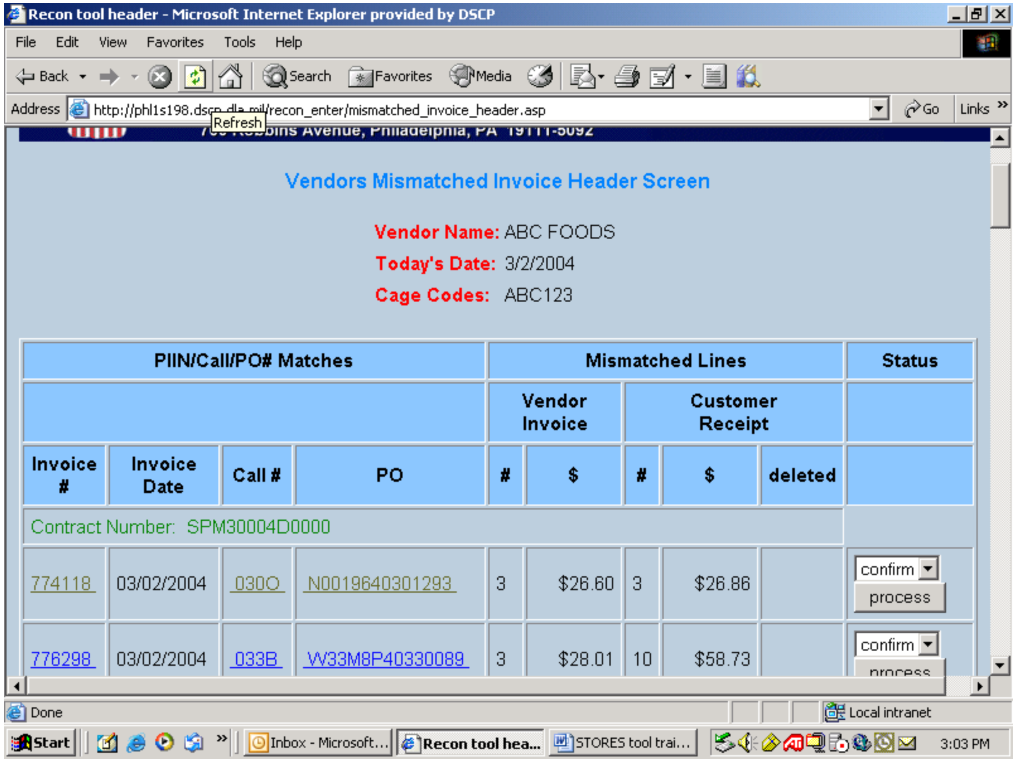
Using the Tool

After successfully entering your password the system will display the main menu providing you with three options. You will be able to click on ‘Mismatched Invoices’, ‘Receipts with No Invoice’ or ‘Invoices with no Receipts’.



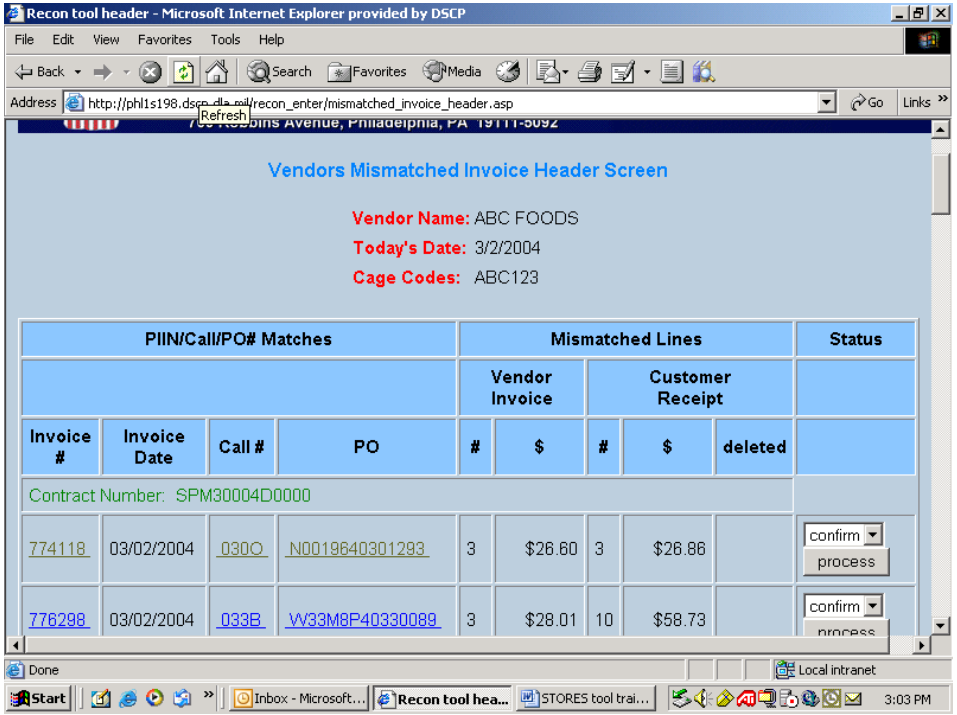
Mismatched Invoices

Mismatched invoices are the result of matching vendor invoice information with the corresponding customer receipt. Information (contract number, purchase order number, CALL number, CLIN, quantity, unit price, stock number) that does not match between the invoice and receipt will result in the data being processed on to the web tool.



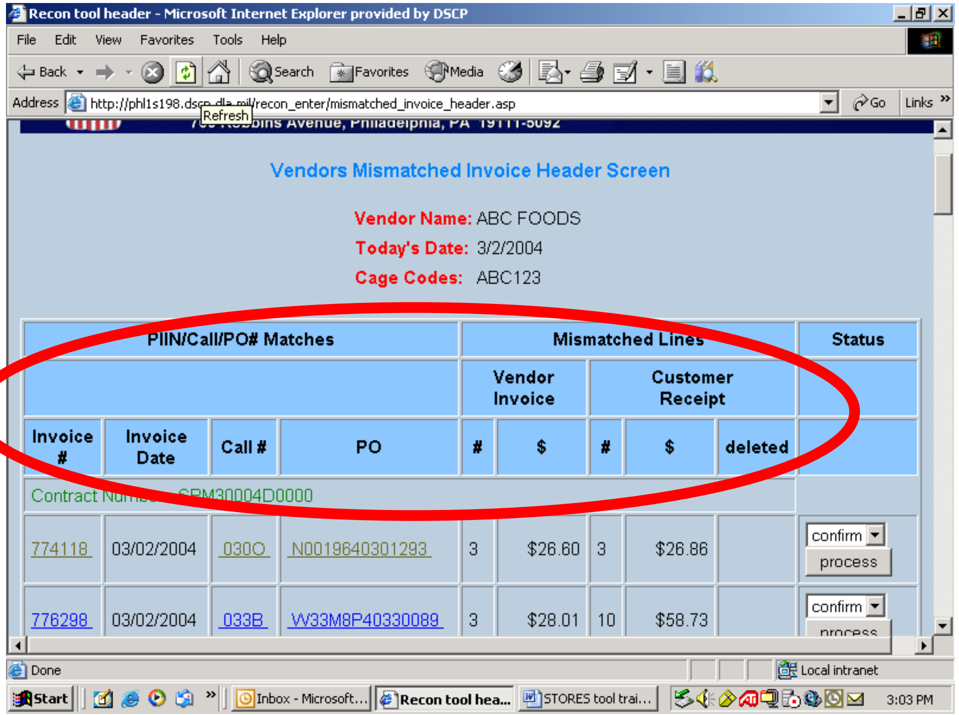
Mismatched Invoices

When ‘Mismatched Invoices’ is selected the Vendors Mismatched Invoice Header Screen will display.   Here you can view in detail your invoices that have not completely matched with the receipt.



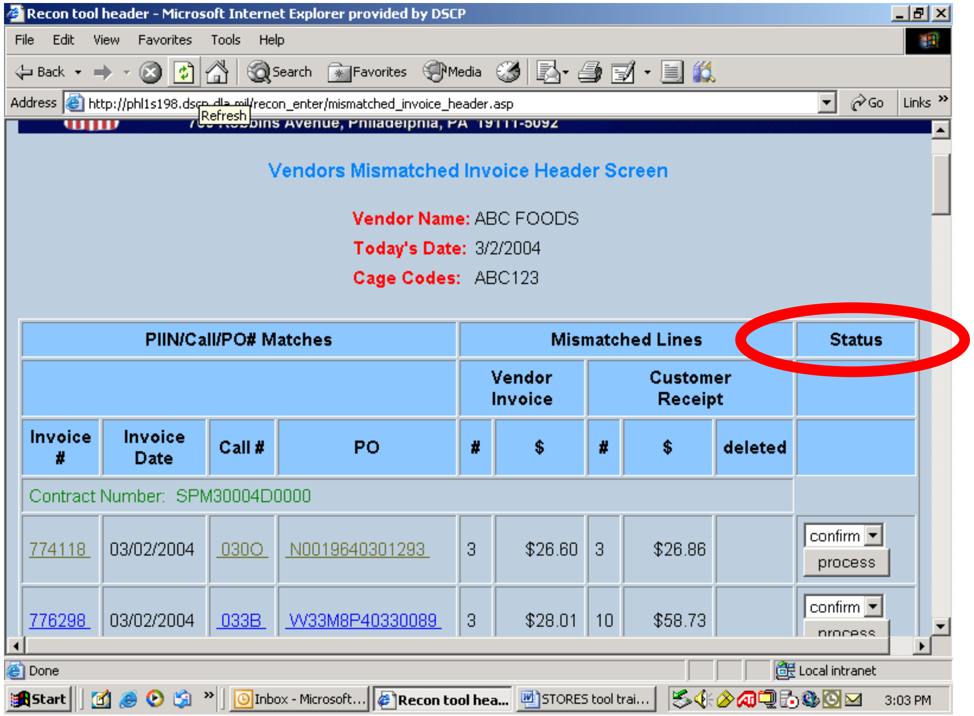
Mismatched Invoices

The information is grouped by contract number and includes the invoice number and date received at DSCP as well as Call number and purchase order number. Also displayed are the number of vendor invoice lines that do not agree with the receipt and the number of customer receipt lines that do not agree with the invoice.



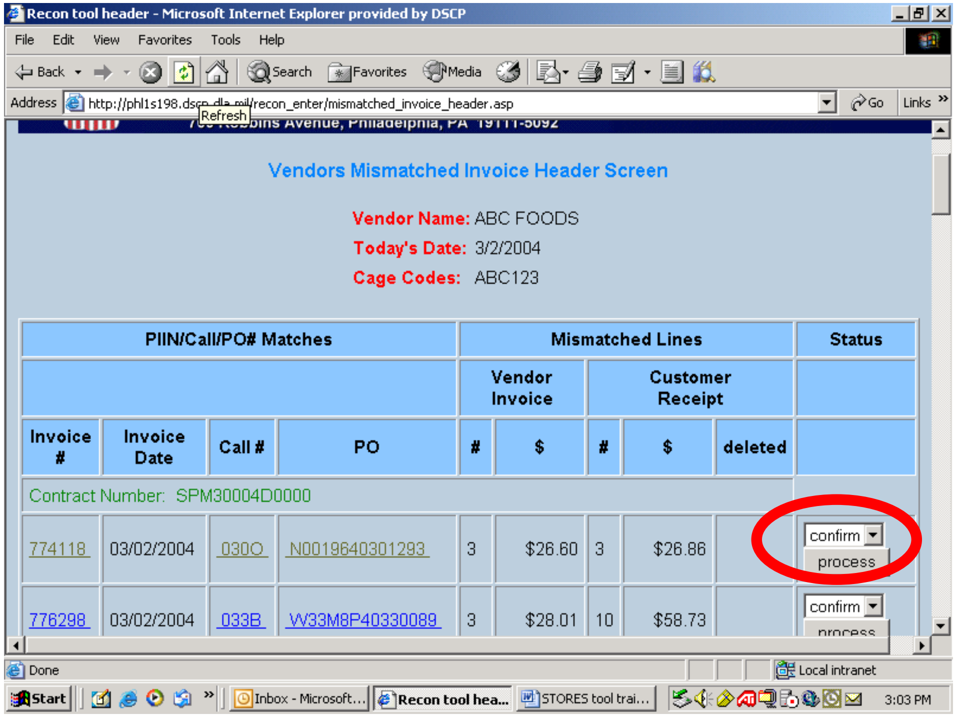
Mismatched Invoices

To the far right side there is a ‘status’ field. This field will usually default to ‘confirm’ but on occasion you will notice ‘update’ displays. For the most part you will not select, ‘process’ for either “confirm” or ‘update’ on this header screen. You will likely move on to the detail screen.



Mismatched Invoices

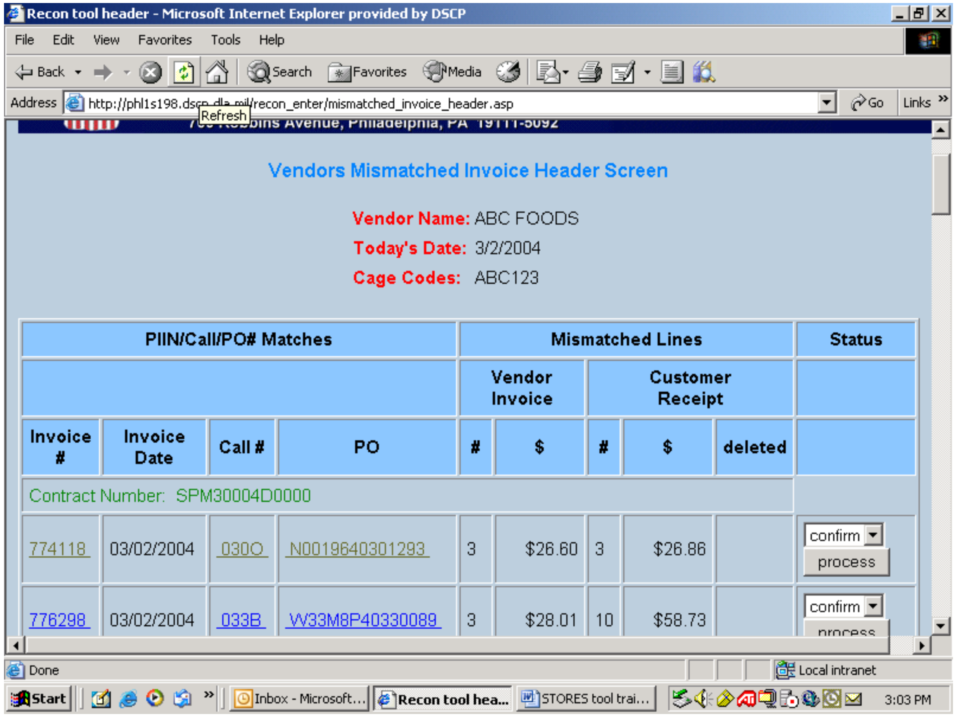
‘Confirm’ will display when at least one of the lines for this invoice has already processed through to BSM. If you press ‘process’ at this point all the vendor related invoice information for the number of lines for that purchase order number will be forwarded to BSM as they currently appear.



Usually you will not ‘confirm’ from this page. More than likely you will go into the detail page to review the line information and ‘confirm’ or change from there.

Mismatched Invoices

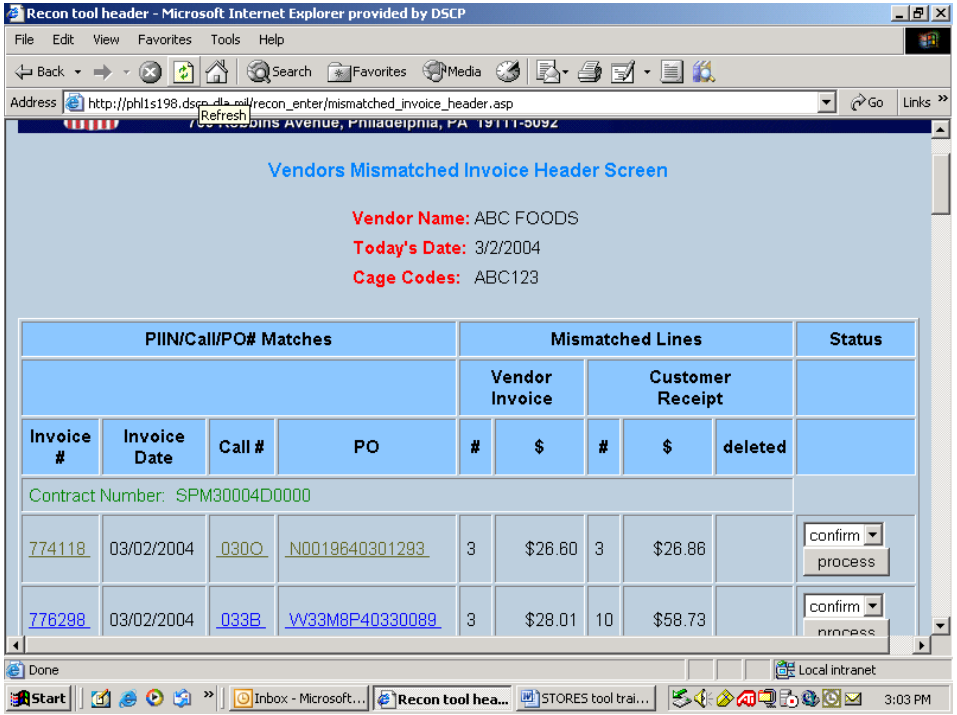
What about **'update'** in the 'status' field? When the entire invoice and receipt is mismatched (no lines have process into BSM) you have additional options to change/update the Call number or the purchase order number. In the event you realize one of these fields is incorrect you may change it on this screen and process the 'update'.



***Normally you will not be 'deleting' or 'updating' from this page. Usually you will click on invoice number, purchase order number or Call number and the details for that invoice will display.

Mismatched Invoices

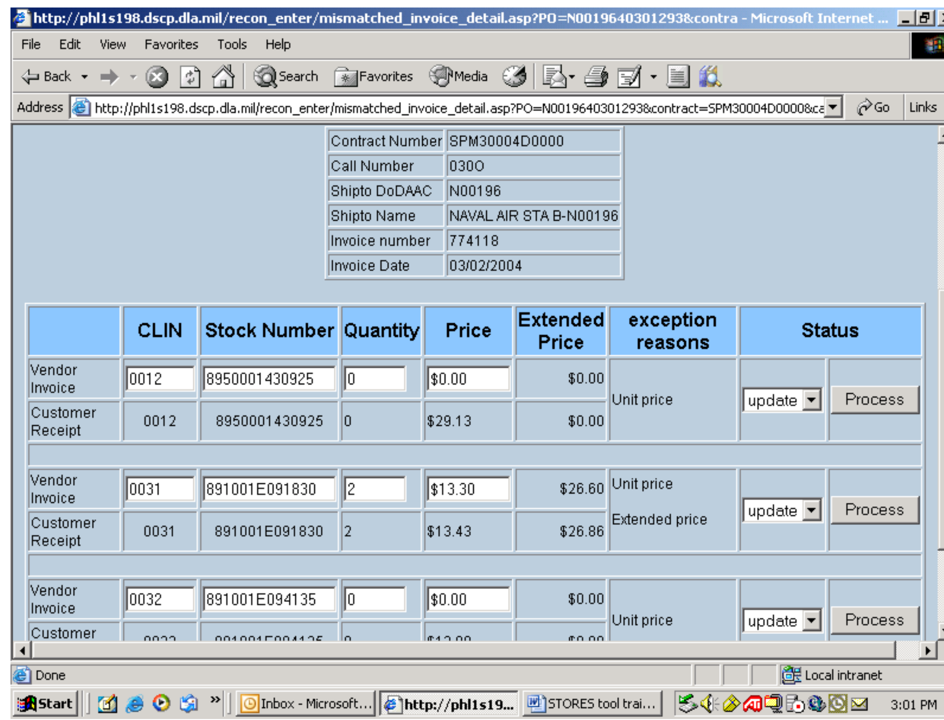
In the event you determine the invoice should not have been submitted as is you have the option to click on the down arrow next to ‘update’, highlight ‘**delete**’, click on ‘process’ and the invoice will be deleted



***Normally you will not be ‘deleting’ or ‘updating’ from this page. Usually you will click on invoice number, purchase order number or Call number and the details for that invoice will display.

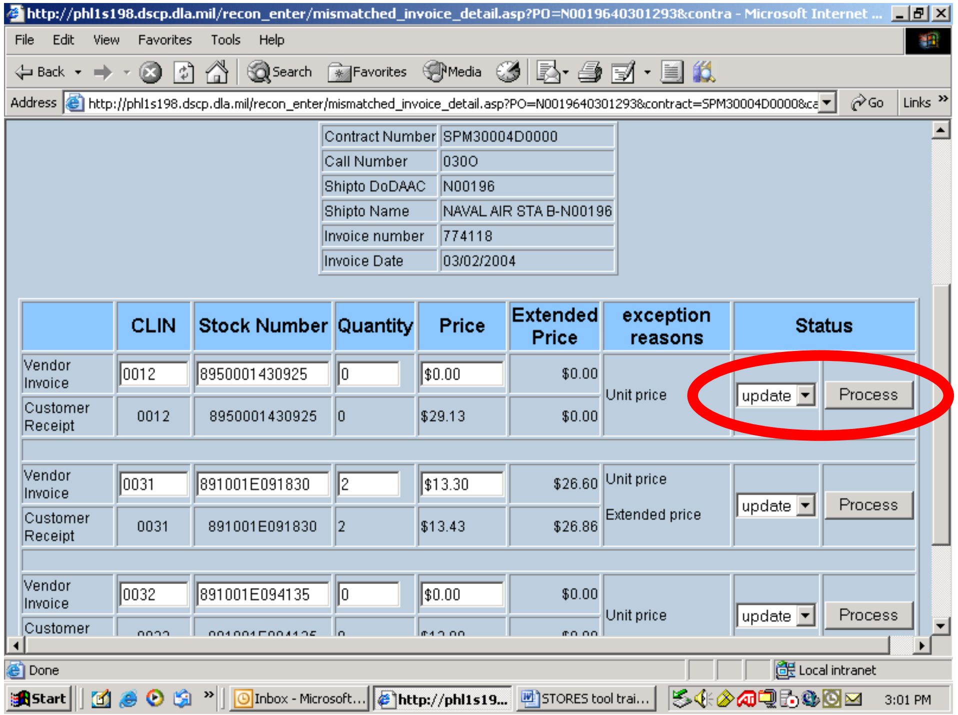
Mismatched Invoices

The 'Vendors Mismatched Invoice details for PO:…', Screen is where you will do most of your research and changes. This screen will match the invoice and receipt lines and note the exceptions for the mismatch. Oftentimes the unit price does not agree. CLIN, quantity or stock numbers are other prime reasons for the mismatch.



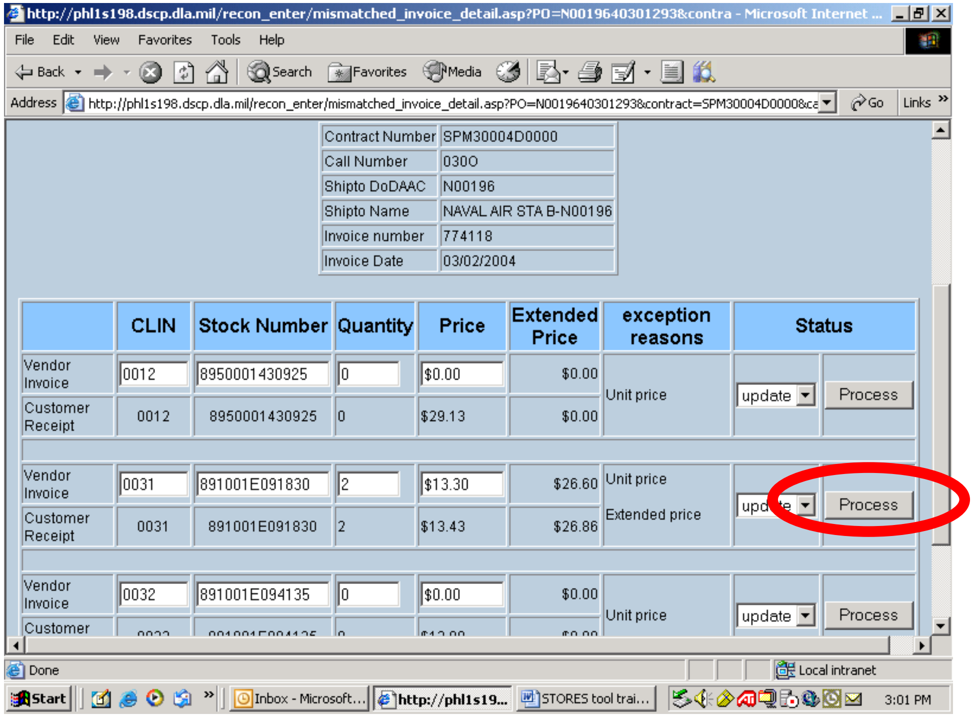
Mismatched Invoices

Sometimes the contract number or purchase order number may not match. Review the data on this screen and if you determine the invoice information should be adjusted, do so and click on 'process'. Normally the change will occur in the nightly batch run. In the event more than one line requires change, you must make your changes one line at a time.



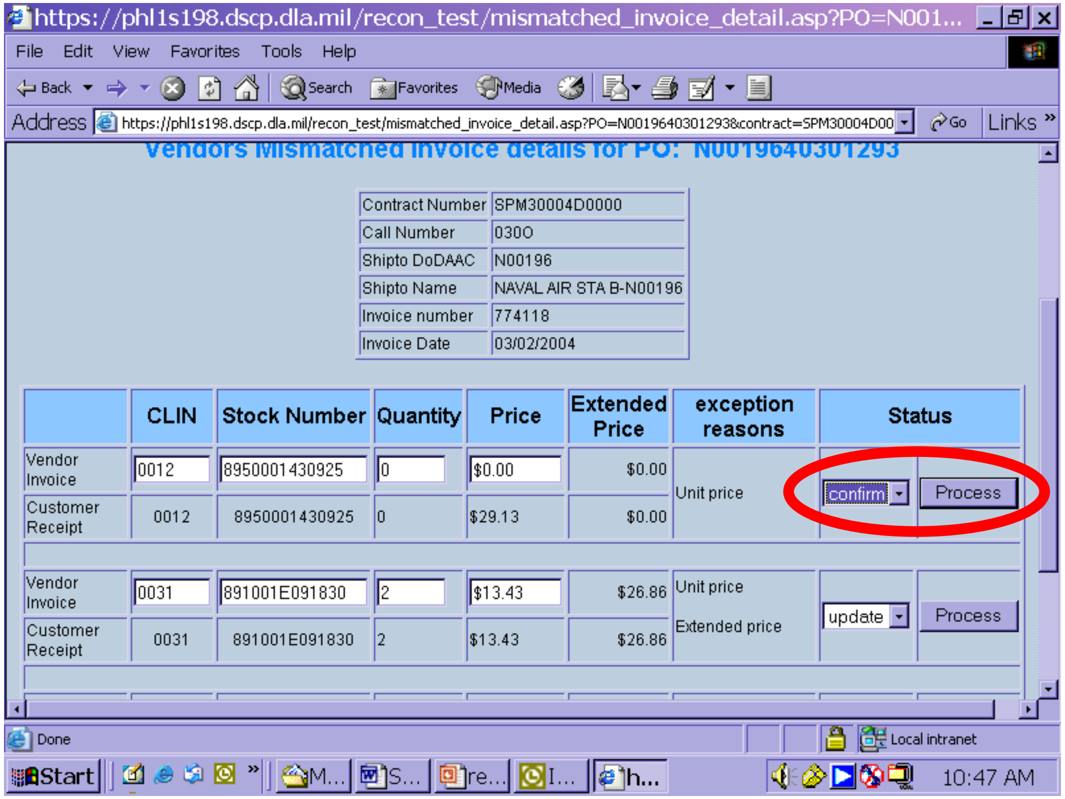
Mismatched Invoices

You must click on ‘process’ for each line. The system will not permit you to make changes to multiple lines and then click on ‘process’.



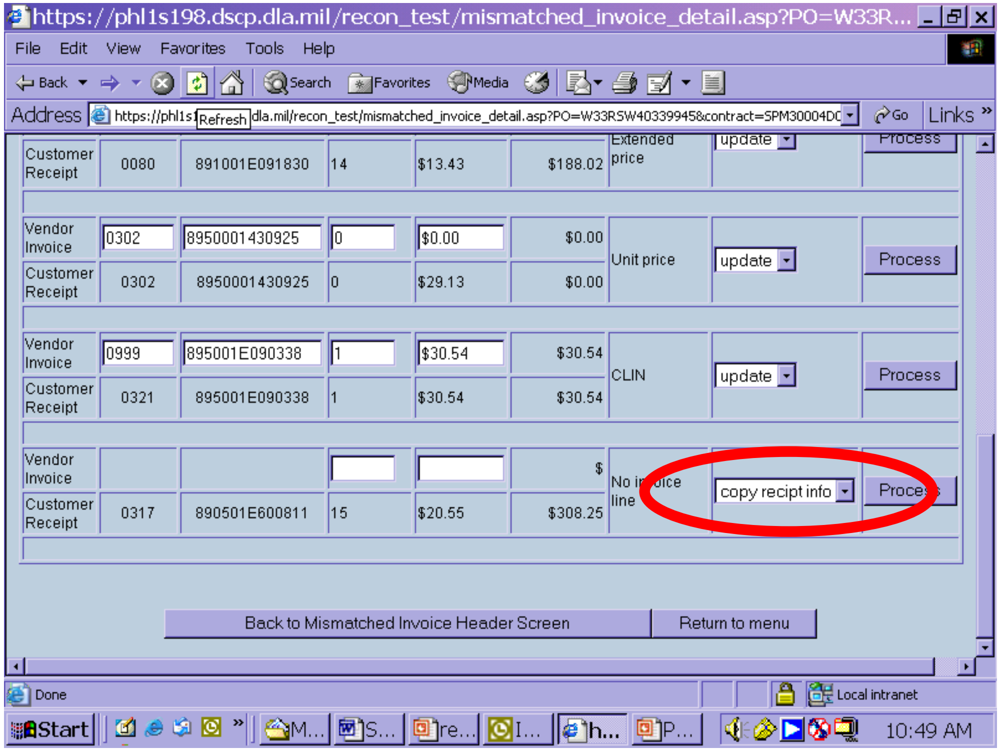
Mismatched Invoices

Should you determine the invoice information is correct for the line, click on the down arrow next to ‘update’, highlight ‘confirm’ and click ‘process’. The information for this line will be forwarded to BSM in the nightly batch.



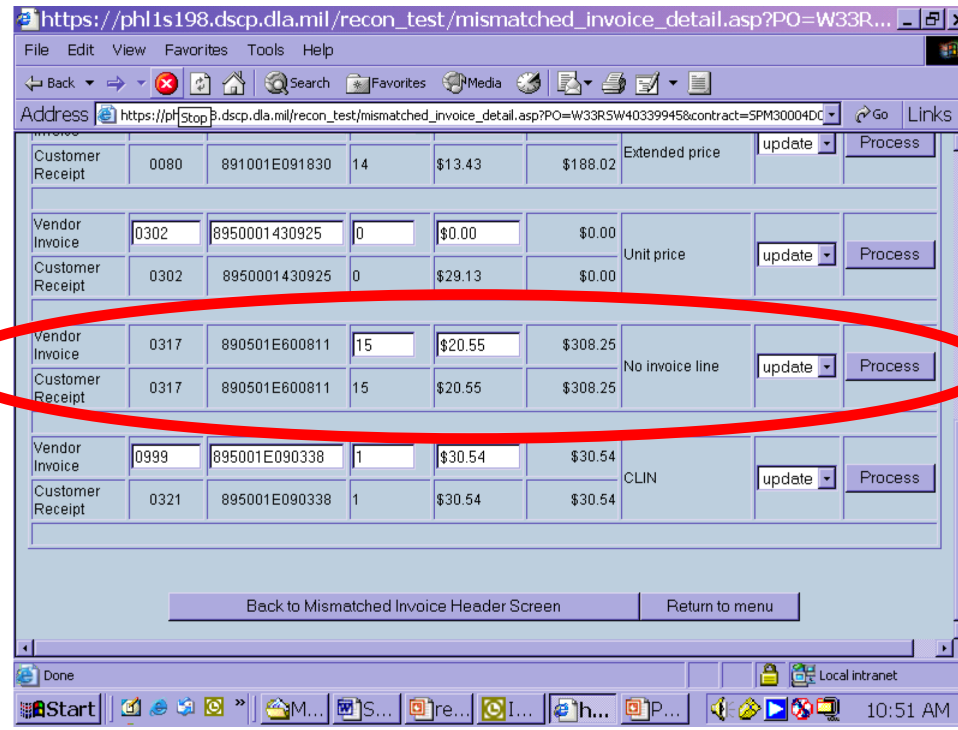
Mismatched Invoices

On occasion you may notice the receipt shows a line that even though your research shows was delivered, was not included on the invoice. When this happens 'copy receipt info' will likely be in the status block



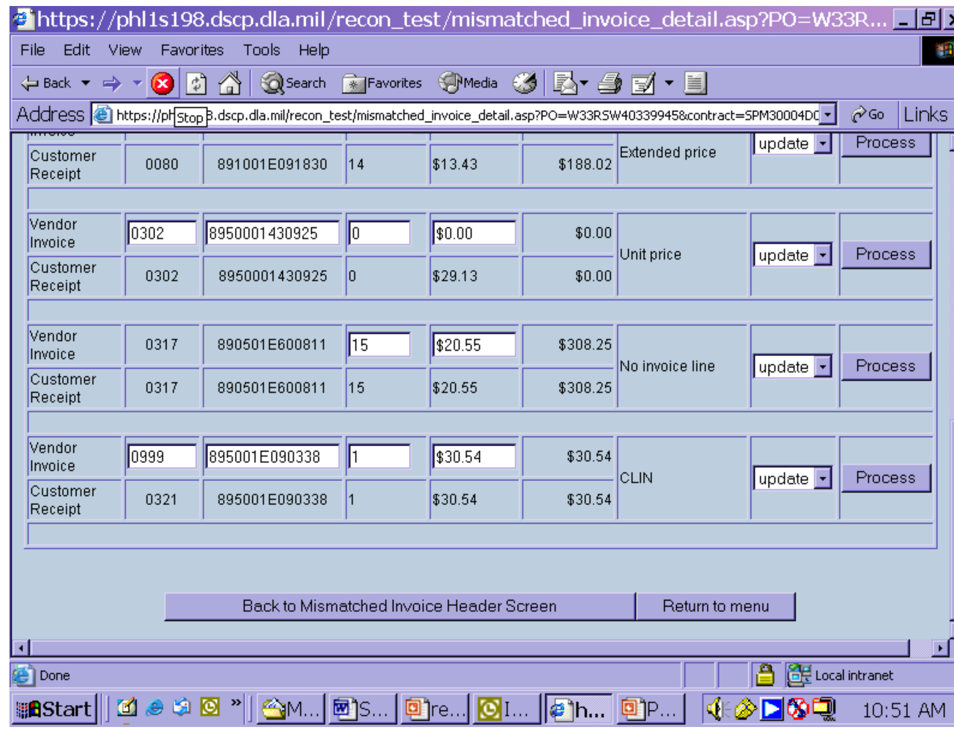
Mismatched Invoices

Click ‘process’ and the receipt line will then be mirrored on the invoice line (note the line will now be sequenced in the CLIN order). You now have the option to change the quantity or unit price but not the CLIN or stock number.



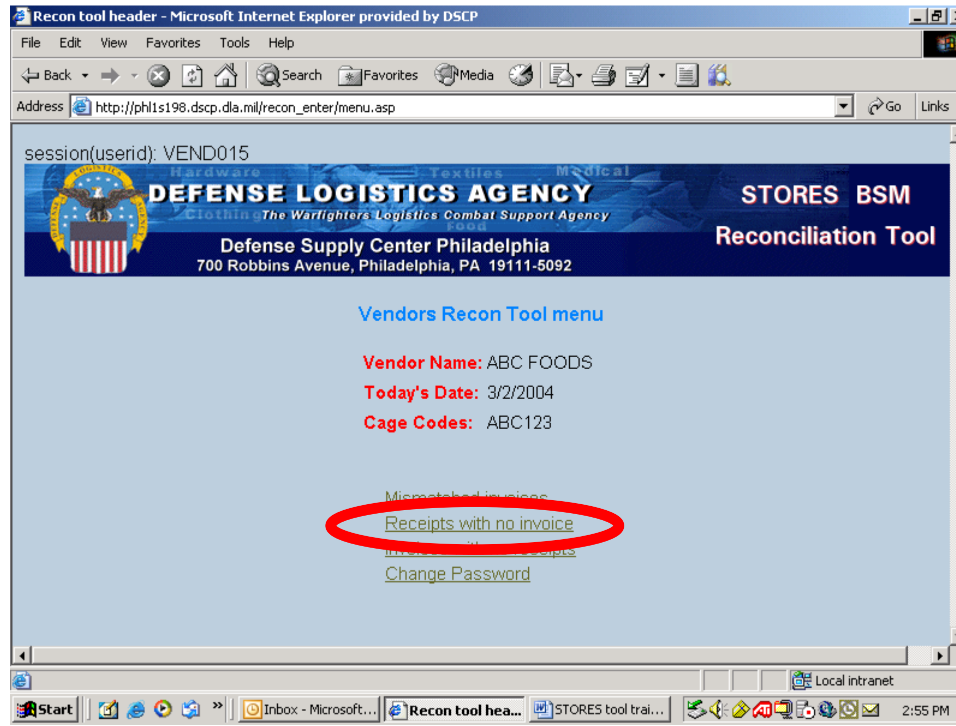
Mismatched Invoices

In the event you believe the customer receipt information is incorrect it is recommended you contact your account manager to inform them of the mismatch. You, the vendor, cannot change receipt information.



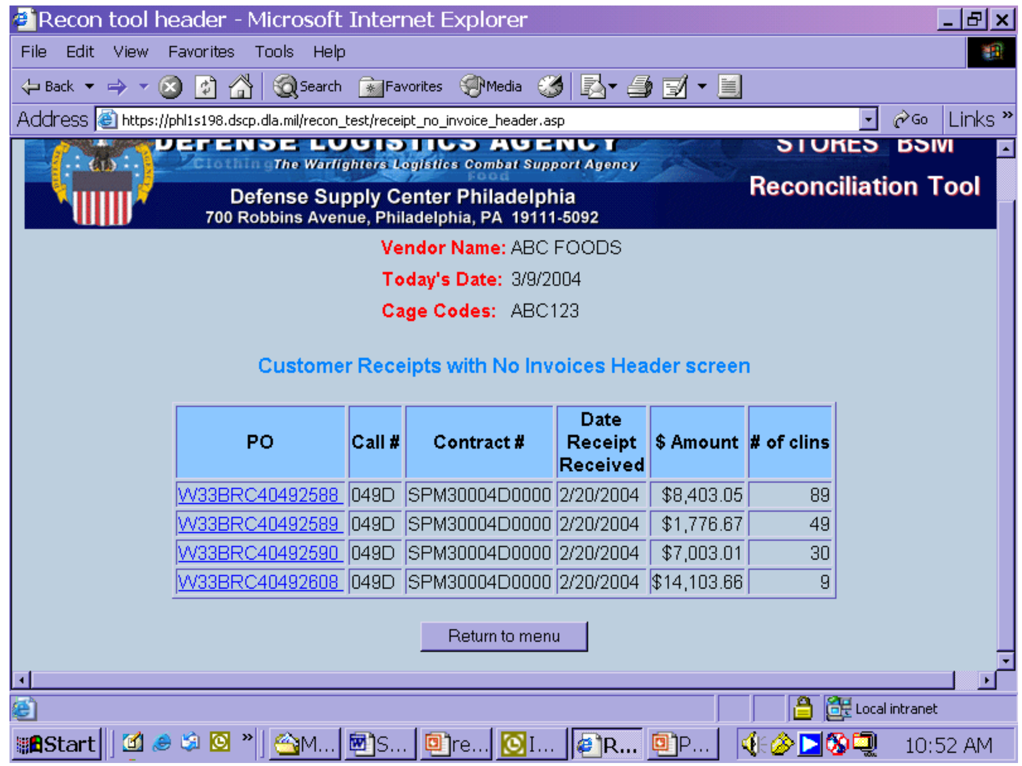
Receipts with No Invoices

Receipts with no invoices display on the web tool because the invoice has yet to be received therefore the entire receipt is mismatched.



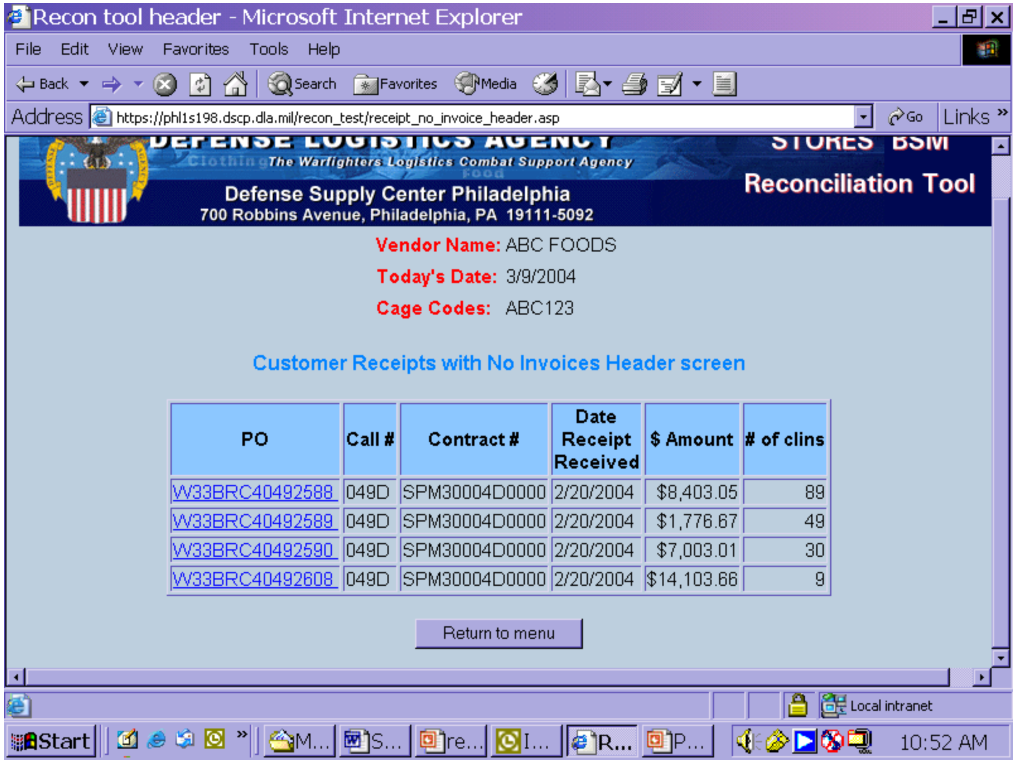
Receipts with No Invoices

Clicking on this option will display those STORES receipts for which an invoice has not been recorded as received. You may see the details of a receipt by clicking on the purchase order number. Line detail will display.



Receipts with No Invoices

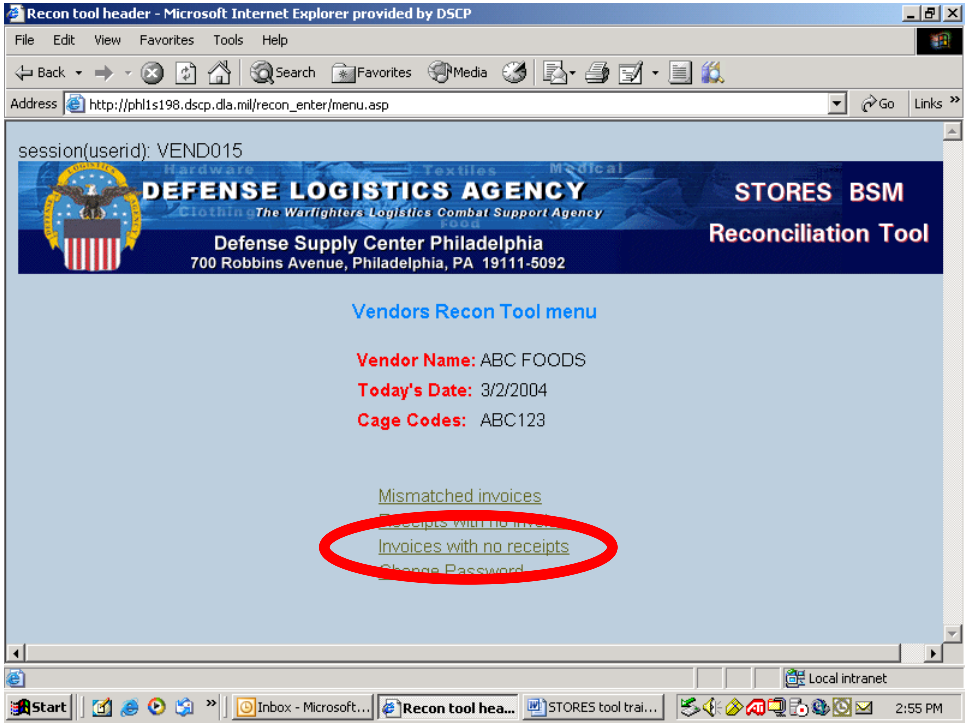
As this is receipt information and not invoice, you cannot update any of the information. You may, however, review the receipt information and note any corrections to the receipts with the account manager.



This also provides you the opportunity to review and correct your invoice data in your system.

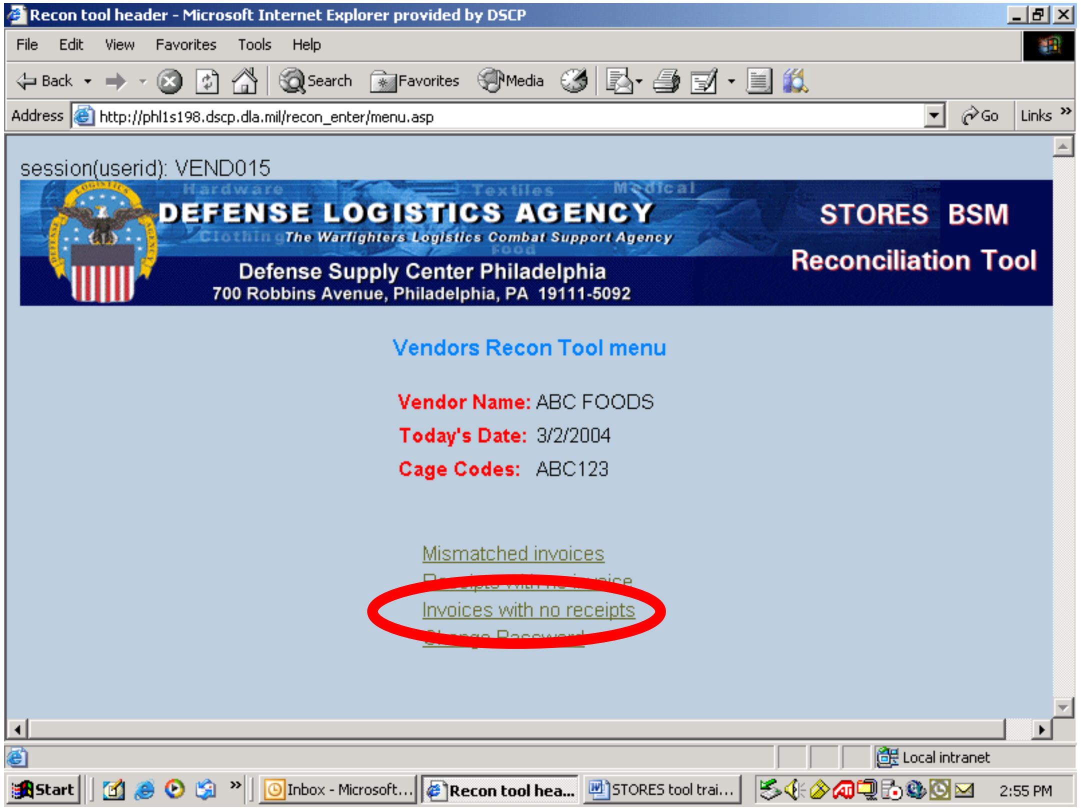
Invoices with No Receipts

Invoices with no receipt display on the web tool when the receipt has yet to be received



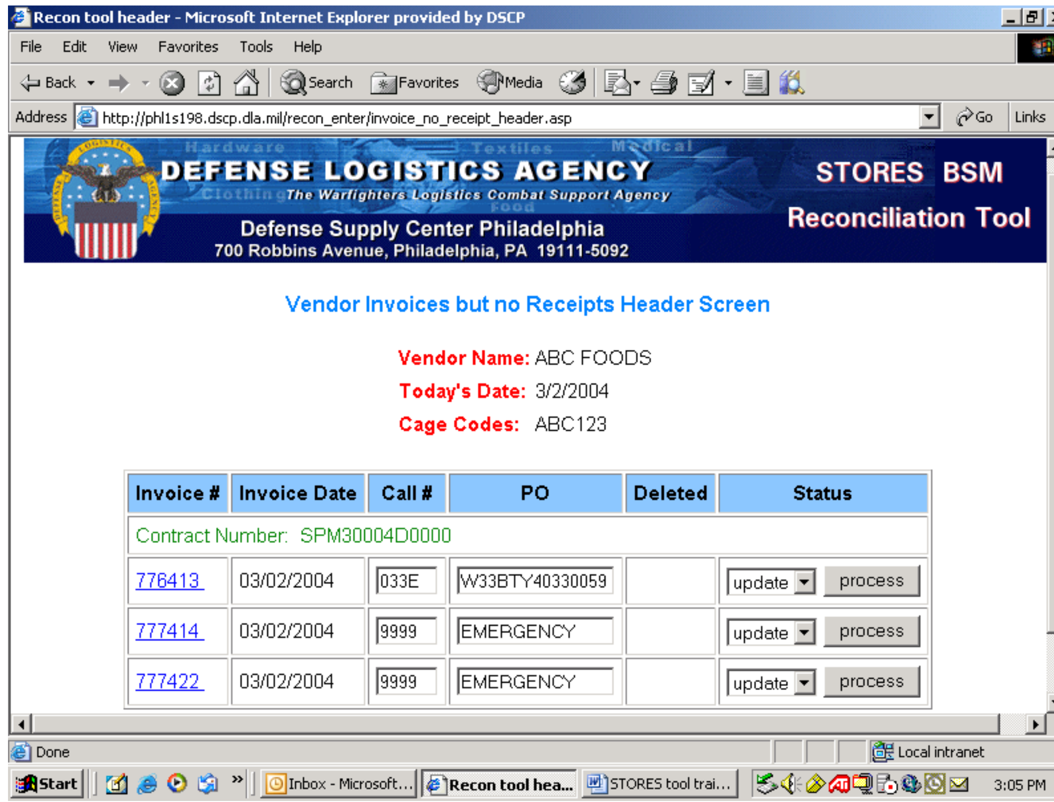
Invoices with No Receipts

When invoices are received but not the receipt, it is recommended the vendor contact the account manager to make them aware of the situation. In the meantime, the vendor has several options in this process



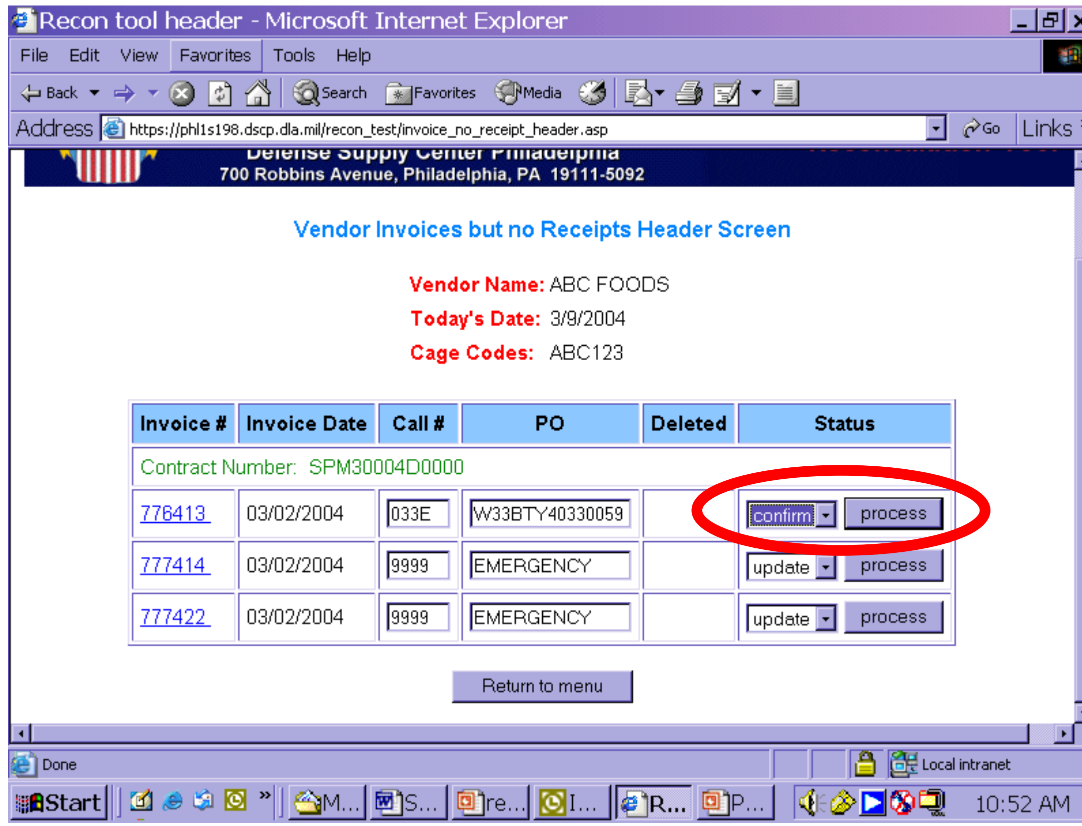
Invoices with No Receipts

One option for the vendor is to review the invoice information and take no action until the receipt is received.



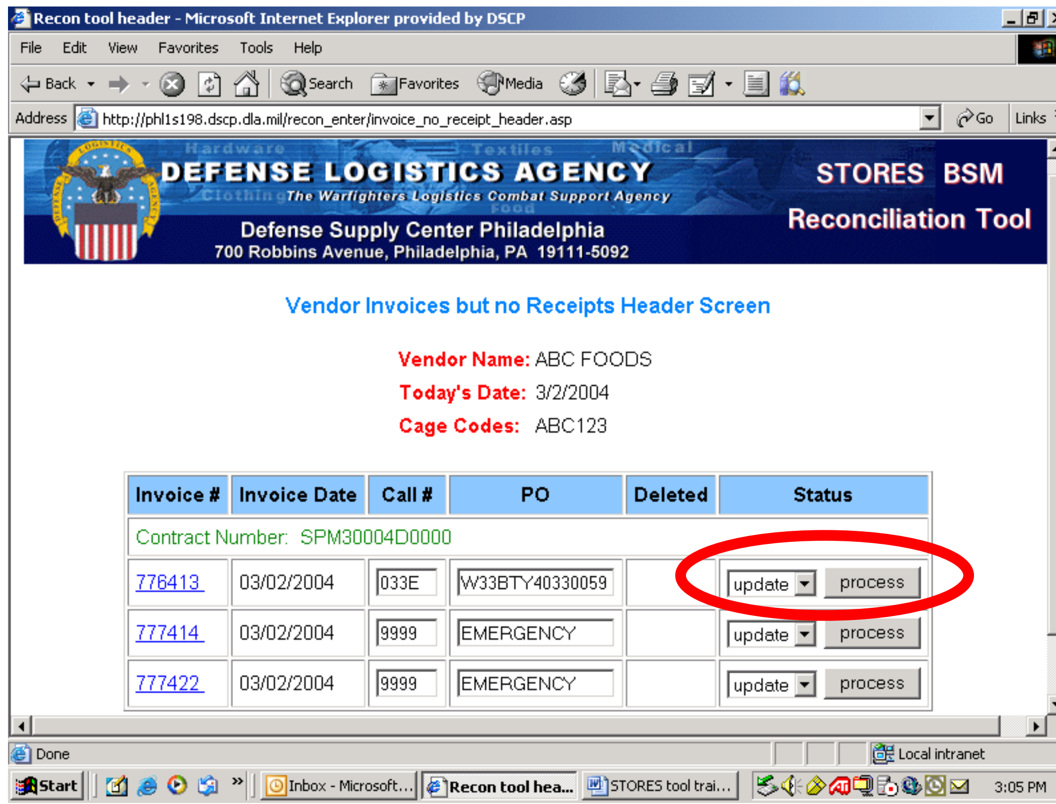
Invoices with No Receipts

Another option is for the vendor to review the invoice data, decide the information is correct and ‘confirm’/’process’ the invoice.



Invoices with No Receipts

The third option is for the vendor to review the invoice data and make changes via the ‘update’/’process’. This will change the invoice information.



For More Information

For Questions about the
Prime Vendor Reconciliation
Tool Contact:

Tom Tarpey
DSCP-OS
(215) 737-4507
Thomas.Tarpey@dla.mil